

## SURESH KUMAR



### Contact

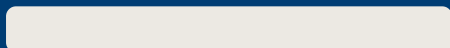
@ sjkansotia07@gmail.com

8130125668

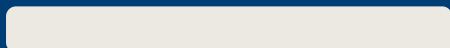
A-47/B, New Model Town Extension  
, hisar , haryana

### Skills

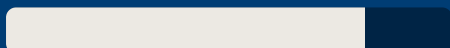
Sales 100%



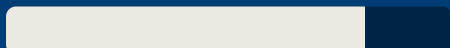
Management 100%



Software knowledge 80%



Good Learner 80%



### OBJECTIVE

A well presented, articulate and confident individual with proven ability to provide exceptional customer service. Having an outgoing personality, good interpersonal skills and the ability to work in a multi-national team environment with confidence and minimal supervision.

### EXPERIENCE

#### VIJAY INN

03/05/2019

Front Desk Associate

\* Learn how to welcoming guests friendly and professional manner.

06/09/2021

\* Provide property information.

\* Managed enquiries and communication channels.

#### Silver sands serenity

11/12/2021

Front Office Executive

\*Accountable for performing administrative tasks to ensure smooth operations, like managing phone calls, responding to emails, greeting guests courteously, scheduling appointments, organising files and maintaining office supplies.

08/05/2023

\*greeting clients and setting a positive office atmosphere.

\*Answering the phone, taking messages and redirecting calls to respective offices

organising and maintaining files and records.

#### Serena Beach Resort

30/07/2023

Front office sales and desk executive

\*creating and maintaining updated documents and spreadsheets.

12/12/2024

\*overseeing the sorting and distribution of incoming mails.

\*preparing outgoing mail items such as envelopes or packages.

\*operating office equipment such as photocopier and printers.

\*bookkeeping and issuing invoices.

\*recording meeting minutes and dictations

performing an inventory of office supplies and order of need

### EDUCATION

#### Jagriti High School

2010

10th

77%

#### Govt. Polytechnic, Sirsa

2014

Mechanical Engg.

67%

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## REFERENCE

### **Basira - Silver sands serenity**

Front Office Manager

Basirakhan08@gmail.com

7507649980

### **Uttam nayak - Serena Beach Resort**

Front Office Manager

reservation@serenabeachresort.com

7984390393